

Regional Interagency Coordinating Committee (RICC)

Meeting Minutes

November 7, 2005

12:00 – 12:30 New Business

Introductions

Update Committee Member List

Reimbursement Forms for Parents

Members present: Corinne Chruszch, Tammy Brumfield, Peg Crane, Elaine LaPlante, Kimm Sickler, Dawn Weber, Elizabeth Kolling, Merrill Fahlstrom, Wanda Schweiger, Joyce Dobitz, Diane Allen, Gilda Lubinski, Judy Bender, Darcy Hopfauf, Jill Staudinger, Missi Baranko

Training Information

Enhancing Services in the Natural Environments Call Series - Jill explained the Conference calls and invited anyone who is interested to join her at her office on the scheduled dates.

Crossroads Conference - Judy, Kimm, and Missi talked about the benefits of the conference. Kimm talked about the Vision Screening session that she attended at the conference. She felt it was very beneficial and is excited to start using the screening tool. She said the because of the demand the state is considering planning another training date for the interventionists who were not able to attend the Crossroads Conference.

Infant Mental Health - Online course - Jill is currently taking this online course to see if it meets the states needs in identifying mental health issues/needs.

K.I.D.S. Program Update

Staffing Update - fully staffed as of today!! Melissa will be going on maternity leave soon.

Numbers Update - currently serving 76 children with about 10 referrals pending.

Right Track Program Update

Numbers Screened - refer to data section

Staffing/Screening Update - they will be replacing a traditional screening each year with a vision screening on each child. The screeners will also be checking the head circumference at each Right Track Screening.

RICC Parent Subcommittee Update

State Leadership Weekend - Missi updated the attendees about the State Parent Leadership Weekend - it will be held from January 20-22nd. She has contacted all of the RICC families to invite them.

Missi also held a Parent Subcommittee meeting in October. During this meeting the families were able to review the agenda for today's meeting. The families also discussed the surveys that the KIDS Program currently uses and reviewed the Family Outcomes Survey from the ECO Center. The families all agreed that they liked the wording and information in the Family Outcomes Survey. Missi said that she would forward them a copy so they could review it in further detail.

Experienced Parent Update

Sign Language for the Hearing
Halloween Party
Pizza and Playdough
Christmas Cookie Decorating
Swimming at WRRCC

DD Case Management Update

Staffing Update - a new DD Case Manager has been added to the staff at Badlands Human Service Center. Gilda is now the official Part C Case Manager with Tammy also have Part C clients on her case load.

Data Update (Current – July 05–Sept. 05)

Average days from referral to IFSP completion

47 days

1(0-25) 0(26-35) 2(36-45) 3(46-75) 0(75-100) 0(101- above)

50% had IFSP written within 45 days (3 out of 6)

The committee discussed the above data. It was a clear consensus that this data is confusing to most of the committee members as we had more referrals in this time period than 6, but the way we collect the data, it only pulls up the referrals that had IFSP dates within this time period. It was suggested to look at other ways of collecting/reporting the data to make it more clear regarding how many referrals we have received.

Percentage of children being served in pre-school that were not identified before age three:

13.70% ECC/Headstart

(29 children on IEP, 25 from ID, 4 were screened at ECC)

60% West River

(35 children on IEP, 14 from ID, 21 were screened at West River)

**Of the 21 that were screened some had just moved in, others were from other programs or siblings of older children enrolled at WRSS.

Referral/Eligibility Information (7/05–9/05)

18.05 months Average Age of Referral

| | |
|-----|--|
| 2% | Not Found Eligible (2) |
| 26% | Not Interested/No Response/Case Closed (6) |
| 35% | 25% delay (2+ areas) (8) |
| 0% | 50% Delay (1 area) (0) |
| 0% | Informed Clinical Opinion (0) |
| 0% | High Risk (0) |
| 4% | Automatic/Diagnosis (1) |
| 22% | Referred to Right Track (5) |
| 0% | Referred to Health Track (0) |

Referral Source

| | |
|-----|---------------------|
| 45% | Right Track (13) |
| 17% | Physician (5) |
| 3% | CAPTA (1) |
| 0% | Health Track (0) |
| 17% | Parent (5) |
| 10% | County (3) |
| 0% | Interventionist (0) |
| 3% | Babyface (1) |
| 0% | Rehab (0) |
| 0% | St. Alexius (0) |

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| 0% | Friend/Relative (0) |
| 0% | Medcenter One (0) |
| 0% | West River SS (0) |
| 3% | Other Program (1) |

Home Visit Data (1/05-9/05)

| TOTALS | TOTALS | | % |
|--|-------------|--|------------|
| V = VISIT MADE | 1491 | | 62% |
| E = EVAL | 18 | | 1% |
| C = CONSULT | 4 | | 0% |
| M = MEETING | 134 | | 6% |
| TOTALS | 1647 | | 68% |
| | | | |
| H = HOLIDAY | 46 | | 2% |
| W = WEATHER | 16 | | 1% |
| NC = NO CONTACT | 60 | | 2% |
| NS = NO SHOW | 12 | | 0% |
| F1 = FAMILY ILL | 106 | | 4% |
| F2 = FAMILY VACATION | 53 | | 2% |
| F3 = FAMILY - SCHEDULE CONFLICT | 54 | | 2% |
| F4 = FAMILY NO REASON GIVEN | 38 | | 2% |
| F5 = FAMILY MISC | 168 | | 7% |
| I1 = INTERVENTIONIST ILL | 107 | | 4% |
| I2 = INTERVENTIONIST VACATION | 35 | | 1% |
| I3 = INTERVENTIONIST SCHEDULE CONFLICT | 35 | | 1% |
| I4 = INTERVENTIONIST MEETING - NOT WITH FAMILY | 14 | | 1% |
| I5 = INTERVENTIONIST TRAINING | 23 | | 1% |
| | | | |
| Totals | 2415 | | |

Home Visit Data (7/05-9/05)

| TOTALS | TOTALS | | % |
|---|------------|--|------------|
| V = VISIT MADE | 525 | | 66% |
| E = EVAL | 7 | | 1% |
| C = CONSULT | 0 | | 0% |
| M = MEETING | 39 | | 5% |
| TOTALS | 571 | | 72% |
| | | | |
| H = HOLIDAY | 25 | | 3% |
| W = WEATHER | 0 | | 0% |
| NC = NO CONTACT | 35 | | 4% |
| NS = NO SHOW | 0 | | 0% |
| F1 = FAMILY ILL | 22 | | 3% |
| F2 = FAMILY VACATION | 19 | | 2% |
| F3 = FAMILY - SCHEDULE CONFLICT | 15 | | 2% |
| F4 = FAMILY NO REASON GIVEN | 12 | | 7% |
| F5 = FAMILY MISC | 52 | | 1% |
| I1 = INTERVENTIONIST ILL | 7 | | 3% |
| I2 = INTERVENTIONIST VACATION | 21 | | 0% |
| I3 = INTERVENTIONIST SCHEDULE CONFLICT | 2 | | 1% |
| I4 = INTERVENTIONIST MEETING - NOT WITH | 4 | | 1% |

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| FAMILY | | | |
| I5 = INTERVENTIONIST TRAINING | 10 | | 1% |
| | | | |
| Totals | | | |

Right Track Screening Information

July 05 - 113 Screenings

31 Initial Screens

82 re-screen

7 referrals

Counties

6 Adams

1 Billings

9 Dunn

2 Golden Valley

3 Hettinger

91 Stark

August 05 107 Screenings

39 Initial Screens

68 re screens

5 Referrals

0 Adams

0 Billings

0 Bowman

2 Dunn

0 Golden Valley

3 Hettinger

102 Stark

September 05 114 Screenings

32 Initial

82 re screen

3 Referrals

7 Adams

1 Billings

1 Bowman

5 Dunn

0 Golden Valley

2 Hettinger

98 Stark

Target Area: Childfind/Public Awareness

| | ACTION STEP: | RESOURCES: | TIMELINE: | INDICATOR: |
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**Concern: Earlier Identification (currently average age of referral in Region VIII is 15.31 months)
Right Track effectiveness is measured by average age of referral decreasing.**

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| 1A | Educate physicians on the benefits of early referrals. | KIDS DDCM RICC Members Experienced Parent | 9/05 | Right Track and KIDS will receive more referrals from physicians. |
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- Set up dates and schedule people to attend physician meetings to give presentations.
- Develop basic agenda for presentation.
- Dr. Oksa is Chief of Medical Staff.
- Jill, Kimm, and Merrill will work on setting up a time during a medical staff meeting.
- Make sure to include Bowman and Hettinger Staff
- Have Right Track releases/brochures presented at OB check and 2 week baby check up.
- Give Right Track presentation to BabyKind Staff (and brochures)
- Make sure that outlying counties are receiving the same information.
- Merrill will schedule this meeting.
- Suggestion was made to focus on educating new physicians. Missi will set up a subcommittee to work on putting together a presentation for physicians regarding autism and early referrals.

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| 1B | Produce a simple reference sheet containing red flag behaviors of Autism for physician's to refer to. | KIDS RICC Coordinator Part C RICC Subcommittee | 9/5/05 | Physicians will be more aware of red flag behaviors of Autism and will refer these children to Right Track or KIDS at an earlier age. |
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- Schedule subcommittee meeting to put this together.
- Address the main areas to include in reference sheet.
- Have Merrill bring red flag list to May meeting for committee to review. The list will then be sent to physicians.
- Merrill brought "red flag" list to the meeting. (1. Lack of pointing 2. Lack of imitating 3. Lack of joint attention 4. Lack of response to name)
- When Merrill, Jill, and Kimm get together to work on the presentation for the physicians, they will look at presenting the "red flag" list along with the other info.
- Suggestion was made to put together a small committee to take care of this action step since Merrill, Jill, and Kimm will not be putting together the presentation for all physicians. Missi will set up this meeting.

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| 1C | Provide Norm Reference Materials (create poster/flyer) to all Child Care Facilities, Churches, Doctor's Offices, WIC, etc. | KIDS RICC Coordinator RICC Committee Members (Denise S., Jessica K., Nichole T.,) Early Head Start (Cheryl) West River Special Service (Robin) Funding: Part B (Dot and Terry Tucker), Part C | Development - 9/30/04 | Right Track and KIDS will receive more referrals from parents, child care providers, physicians, and family members of children. |
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- Distribute posters from the State (when we receive them).
- Produce simple flyer/brochure with developmental age appropriates.
- Set up subcommittee to go over previous developmental age appropriates.
- The brochures have been made and are currently being distributed by KIDS and Right Track.
- Begin providing brochures to all Family Physicians and Pediatricians for them to hand out at Well Child Visits. Missi suggested that they be handed out at all visits done by 0-3 year olds.
- It was also suggested that the brochures be handed out to all county health nurses.
- Missi will contact the administrators at Great Plains Clinic and Dickinson Clinics.
- A presentation has been scheduled for the nurses at the Dickinson Clinic on May 18th at 6:00 p.m. This presentation will include information on the Right Track program, the KIDS program, and presenting the Developmental Age Appropriate brochures. The presentation will include a request that these brochures be handed out at all visits that involve children ages 0-3 years old.
- It was suggested that "FREE Screenings" be added to the back of the brochures so that families realize that this is a free service.
- Make sure to include Bowman and Hettinger Staff (Shannon Bowman is in Bowman) (Lisa Clayton is in Hettinger)
- It was noted that some members have visited the clinics in the past month with their children and have not received a Age Appropriate Brochure. Missi will call the clinics to make sure that they have enough brochures and that they are handing them out.
- It was suggested to make sure to also include St. Joseph's outreach clinics
- WIC was another suggested place to hand out brochures.
- Need to check to make sure that the brochures are being handed out all clinic visits for children ages 0-3 years. A suggestion was made to contact Mark Grove at Great Plains Clinic.
- Missi will contact both clinics to see if there is a reason that the brochures are not being handed out (Tina Kessel - Great Plains Clinic, Marge Wiler, Dickinson Clinic).

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| 1D | Provide outpatient therapy agencies with information regarding Right Rack and Early Intervention Services | KIDS, RICC Coordinator | 9/05 | Right Track and KIDS will receive referrals from direct therapy service providers. |
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- Need to visit with Outpatient therapy and staff.
- Make sure to include SW Physical Therapy.
- Provide Developmental Brochures to all Outpatient Therapy Services. Missi delivered this in April 05
- Provide in-service training to therapy clinics
- Jill will set a date to provide this in service training

Concern: Percentage of children involved in Early Intervention is generally smaller in special populations and rural areas.

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| 1F | Get birth data for each county to cross reference the children that are being screened and the children that are being referred. | RICC Coordinator Right Track KIDS | 11/1/04 | Percent of referrals in rural areas will increase. |
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- Query number of births in outlying area in relation to number of children screened.
- Present graph to the committee to review.
- Right Track is currently working on gathering the screening data for each region. This data will be cross referenced with birth data to come up with an accurate percentage of children being screened in each county.
- A suggestion as made that Patty contact Child Care Resource and Referral and put a "blurb" in their newsletter regarding Right Track Screenings. This would hopefully get the Right Track information to the rural daycare providers.
- It has been difficult for Right Track to find the actual number of children in each county - they have a few different data sources, but none of them match as far as number of children living in each county.
- They are tracking the number of children screened in each county.

Target Area: EI Services in Natural Environments

| | ACTION STEP: | RESOURCES: | TIMELINE: | INDICATOR: |
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Concern: Most of the parks in the region have handicap accessibility issues.

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| 2A | Contact the Park Board to inform of accessibility issues and need for fencing for existing playgrounds. Apply for Opening Doors Grant to add 15 handicap accessible swings to the regions parks. | Parent members of committee, RICC Coordinator, Experienced Parent | 10/31/2001 (Completed) Update about Part C Funds 8/1/04 | Families that have children with developmental delays or disabilities will be accessing the parks more often. |
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- Find durable handicap accessible swing, write, and submit grant.
- 8/15/04 - Grant resubmitted

- The grant was resubmitted in August 2004 with changes made. We have not heard back from Deb Balsdon on the progress of this grant.
- Missi is working with the Optimist Club to add some handicap accessible equipment at their park.

Concern: Natural Environments are not always listed in the IFSP.

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| 2B | Improve the Family Assessment that is used to obtain natural environment information relating to each individual family. | KIDS Staff Parents/Families | 5/1/05 | The IFSP will contain more information regarding natural environments. This information will be child/family specific. |
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- The EI staff is currently working on this.
- The EI staff recently attended some training regarding including more Natural Environment information into the IFSP.
- The state is closely monitoring the IFSP plans. The staff is continuing to adapt and has been working hard on making the necessary changes to be in compliant with the rules and regulations.

Target Area: Family - Centered System of Services

| | ACTION STEP: | RESOURCES: | TIMELINE: | INDICATOR: |
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Concern: The intake process can seem unfamiliar and overwhelming.

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| 3A | Refine intake process and implement procedures to minimize family intrusiveness and reduce time between referral and service delivery by adding materials, resources and developmental age appropriates to the Binder families receive during the enrollment process. | DDCM EI Video Age Appropriate Checklists Experienced Parent | 5/31/04 | We will meet federal requirements of 45 days from referral to IFSP while still being family friendly. Families will also be provided with family friendly material. |
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- Set up subcommittee to redo Developmental Age Appropriate Material.
- Include this new material in the binder that families receive at intake.
- Have the Experienced Parent contact all families after intake.
- Parent Subcommittee is reviewing the intake binders. Missi will be putting together a group of parents to work on the intake binders. We are hoping to have these completed by the end of June.
- A committee will be working on a referral policy. This policy will be implemented by July 1st and will be presented at the August 2005 RICC meeting.
- Order of Services within 45 days. The committee discussed the possibility of changing the order of services within the 45 days. This would include doing the evaluations first (either before or along with intake). This could possibly save us up to two weeks of time within the timeline. The committee discussed that the evaluations are really what families want and that this could possibly be more family friendly and cause our percentage of families who are not interested to go down. Peg made a motion to try a different order of services. Wanda seconded the motion. All were in favor.

- In September a group will get together to write the new policy regarding the above change.
- We will bring information to the next RICC meeting regarding how this new process is going.
- We completed a new intake binder - present at RICC meeting in November.
- It was suggested that the Right Track program have a folder that is given to families when they are referred to Early Intervention. This folder will contain information about Early Intervention. They will also have the opportunity to sign a release to have the Experienced Parent contact them. Missi will get Kimm the folder information and the releases.

Concern: Eligibility evaluations are missing certain components.

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| 3B | Use a Social/Emotional Tool during evaluations | EI Staff Carol Johnson | State Timeline | All children will have a social/emotional evaluation |
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- We are currently waiting for Carol Johnson to refer KIDS to what tool to use to do this evaluation.
- The KIDS program is looking into purchasing the new Bayley. The RICC voted on this decision and supports the KIDS program in the decision to look into purchasing the new Bayley. The Bayley will help the KIDS program meet the Part C criteria.

Target Area: Early Childhood Transition

| | ACTION STEP: | RESOURCES: | TIMELINE: | INDICATOR: |
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Concern: Parents have not always understood the transition process, parental rights, and the support necessary to exercise those rights.

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| 4 A | Utilize State Transition Book | State | 9/31/04 | Parents will be more informed about the transition process. |
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- With new possible federal regulations coming thru from IDEA, the transition book has been put on hold until those changes have been made. (staying in the program between the ages of 3-5)
- Jill will update on book - she said that the planning of the book is in it's last stages. It will hopefully be printed very soon and distributed. Jill did not have an estimated date for printing.

Concern: Parents and team members are unaware of services in the summer for children who do not qualify for extended school services or Part B preschool programs.

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| 4B | Upon parents request or if appropriate, parents will be given educational materials for families to work on during the summer. | Early Childhood Center | 8/1/04 | Parents who have children who transition in the summer will be more educated on developmentally appropriate activities |
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Concern: Parents state that they are concerned about lack of programming for their children

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| 4C | ECC Staff will contact transitioning families at least once during the summer. | ECC | 8/1/04 | Families are supported and informed of programming and rights. |
|----|--|-----|--------|--|

- ECC staff were not in attendance at this meeting -we will bring up this concern/action step at the November meeting
- Elaine LaPlante will check with the staff at ECC regarding this action step to see if families are being contacted.

Concern: Parents are not aware of the possible categories that their children may receive at the IEP.

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| 4D | Inform parents of categories of eligibility at the 2-6 meetings. | KIDS ECC West River Special Services, Experienced Parent | 10/05 | Parents will be educated about categories and that their child will be labeled. |
|----|--|---|-------|---|

- Set up meeting to discuss guidelines on how to present eligibility criteria for 619 services. Include parents, interventionists, ECC and WR staff and DD Case Management.
- Utilize the State Transition guidelines.
- Missi will set up this meeting before the next RICC meeting in November
- The meeting was held on October 17th - report outcome at November RICC meeting.
- The meeting went well, Missi produced a brochure containing eligibility information. It was decided that this brochure would be given out by the Part B coordinators at the 2-6 meeting with families.

Concern: Eligibility for school age services and DD Case Management is not always determined by the 2-9 meeting.

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| 4E | Evaluations will be scheduled closer to the 2.6 meeting rather than the 2.9 meeting. | KIDS ECC West River Multi district Special Education Unit | 11/1/04 | Families will be informed of eligibility by the 2-9 meeting. |
|----|--|--|---------|--|

- Summer Birthdays
- Guidelines have been developed between 619 services and part c containing transition guidelines.
- All plans have to be developed by the 2-9 meeting.
- We can start developing plans at the 2-3 meeting if needed.

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|----|---|-------------------|---------|---|
| 4F | Work on scheduling difficulties so that DD case management can attend 2.6 and 2.9 meetings. | EI Staff DD CM | 10/1/05 | DD Case Management will be at 2.6 and 2.9 meetings. |
|----|---|-------------------|---------|---|

- DD Case Management had a new position at Badlands opened and filled. It is hopeful that this lowers their ration of clients served.
- An e-mail system is being used between Early Intervention Staff and DD Case Managers.

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|----|--|-------------------|---------|---|
| 46 | Add step in transition plan that reflects DD Case Management Eligibility | EI Staff DD CM | 10/1/05 | Transition Plan will reflect DD Case Management Eligibility |
|----|--|-------------------|---------|---|

- This can be put anywhere in the plan.

2:30-3:00 **Old Business/Open Discussion**